M E M O R A N D U M

TO: State Agencies

FROM: OA/Accounting

DATE: April 19, 2004

RE: SAMII Financial Vendor Types

OA/Accounting has reviewed our internal statewide vendor file procedures for processing vendor delete requests. Currently, when a delete action is requested by an agency for a vendor number, we do a modify/delete action and the vendor number no longer appears on the statewide vendor file or we set the vendor type to DV and set the Payment Hold Indicator field on the Vendor (1 of 3) (VEN2) screen under the Payment Information tab to Allows or Stops Processing.

The current vendor delete procedures are resulting in processing issues associated with procurement transactions received through the On-Line Billing System (OLB) and also creating an out of sync condition between the SAM II Financial Vendor File and the OLB. Therefore, OA/Accounting has implemented revised internal delete processing procedures effective Monday, April 19, 2004. State agencies processing of vendor file delete requests will not change. However, state agencies will notice a change when doing an inquiry to determine if a vendor number is available for use.

Agencies can determine if a vendor number is available for use or has been deleted by reviewing the VEN2 and Vendor Text (VTXT) tables in SAMII Financial. If a vendor is set to Process as Normal the vendor can be used. If the vendor is set to Allows or Stops Processing on the VEN2 table under the Payment Information tab, then the vendor cannot be used for future payment or procurement transactions. There is an exception in regards to payments. A payment can be processed using a vendor number set to Allows Processing if an outstanding purchase order that is referenced on the payment was accepted prior to the vendor number being set to Allows Processing.

Please note that effective Monday, April 19, 2004, OA, Accounting will not set the Vendor Type field on VEN2 to DV for vendor deletes as we have done in the past. If a vendor delete request is processed starting April 19, the Vendor Type field will remain GI, MS, SE and VG the majority of the time. The vendor type field will be DV if the delete request was processed by OA, Accounting prior to April 19, 2004 or if in the future OA, Accounting sets the Vendor Type field to DV for some approved exception.

OA, Accounting will include a step in our internal processing vendor delete procedures stating that an entry needs to be added by OA, Accounting to the VTXT explaining briefly why the vendor was set to Stops or Allows Processing on the VTXT tables.

It is imperative that agencies refer to the VEN2 and VTXT tables prior to calling OA, Accounting with questions in regards to why a vendor cannot be used.

State agencies should continue to submit deletes requests according to the existing vendor file delete request procedures. This change will affect agency staff when an individual accesses the online SAMII Financial system to determine whether or not a vendor number can be used.

As a reminder, no procurement or payment transactions can be processed by a state agency through SAMII Financial if a vendor number is set to Stops Processing. If a vendor number is set to Allows Processing a different vendor number must be used unless a payment document references an outstanding purchase order that was accepted prior to OA, Accounting setting the vendor number to Allows Processing.

If you have any questions, please contact your Agency Customer Service Coordinator for assistance. The Agency Customer Service Coordinator may contact OA, Division of Accounting Agency Customer Service desk.